

MINIMAL AWARDS

29 SEPTEMBER 1977

## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

FROM: EXECUTIVE SECRETARY SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE 1001 AMES BUILDING	EXTENSION 2086	NO.		
		DATE 28 September 1977		
TO: (Officer designation, room number, and building)	DATE		OFFICER'S INITIALS	COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)
	RECEIVED	FORWARDED		
1. DC/BSO 5E 56 Hqs.	29 Sep 77		CEB	1 to 5: For your information.
2. C/BSO 5E 56 Hqs.			ES	
3. DD/Pers/SP 5E 56 Hqs.	29 SEP 1977		RG	6: Attached are seven Minimal Award Cases for your approval.
4. Exec Asst/OP 5E 58 Hqs.	29 SEP 1977		RK	
5. DD/Personnel 5E 58 Hqs.	29 SEP 1977			7: Please send to us through Insurance Branch Courier.
6. Chairman, SAAC 5E 58 Hqs.	29 SEP 1977		J	
7. BSO 5E 56 Hqs.				
8.				
9. EXECUTIVE SECRETARY SUGGESTION AND ACHIEVEMENT AWARDS COMMITTEE 1001 AMES BUILDING				
10.				
11.				
12.				
13.				
14.				
15.				

25X1A

Mr. Janney:

Hope you can look at this group this week. There is sufficient FY 1977 budget money to cover any of these that you approve.

~~CONFIDENTIAL~~

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-306: dated 19 February 1976  
[REDACTED], GS-08  
C, [REDACTED]  
Directorate of Operations/ISS

25X1A

25X1A

A. Summary of Suggestion

1. Background

(C) Organizational designations used in the FROM sections of the Transmittal Manifest (Form 1236) were: C/EA, C/EUR, etc.

2. Suggestion

25X1A (C) Use the organizational symbols listed in [REDACTED] to provide Headquarters DDO Division components and the [REDACTED] with a more complete and accurate symbol in which to check with the originating office if and when a problem arises concerning a Transmittal Manifest.

25X1A

B. Evaluation 25X1A

1. (C) [REDACTED] received two or three inquiries monthly concerning material sent to field stations and bases from Headquarters via Transmittal Manifest. Specifically, the questions concerned: misdirected TMs, incomplete TM attachments; non-receipt of TM material, attachments, and occasionally, the TM, and the need for additional material sent by a previous TM. [REDACTED] was not always responsible for the problems that arose with the TMed material. However, it was often tasked with determining the originator of a given TM in order to resolve the error or satisfy a field request. With few exceptions, the Chief of a division or staff (and not the actual originating office within the division) appeared in the FROM line of the TM. In the initial search, the area desk responsible for the field station or base was contacted. If necessary, the search was continued in a logical sequence according to the information available. One by one, offices within the division were contacted in an effort to identify the

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originating office. This could often be a long process. Occasionally, the originating office remained a mystery and the field's request went unanswered.

25X1A 2. (C) The [REDACTED] searcher spent between 10 and 25X1A  
15 hours per month tracking down questioned TMs or  
approximately 150 hours annually at the GS-09 rate of  
\$6.77 per hour (\$1,015 annually). Chief, ISS implemented  
the suggestion on 5 August 1977 (memorandum attached).  
25X1A DDO/[REDACTED] says there are limited intangible benefits,  
i.e., DDO/[REDACTED] has fewer places to check in area divisions.  
Also, less searching time is encountered by employees in  
area divisions.

C. Recommendation of the Executive Secretary

1. (U) Not line of duty.

2. (U) \$150 Award based on annual tangible savings  
of \$1,015 (\$100) plus MODERATE/LIMITED benefits (\$50).

D. Decision of the Chairman

25X1A

[REDACTED]  
Chairman, Suggestion and Achievement  
Awards Committee

29 Sept 77  
Date

150.-

Award

Att

~~CONFIDENTIAL~~

DO/ISS 77-237

0 5 AUG 1977

MEMORANDUM FOR: All DDO Division and Staff RMO's

FROM : [REDACTED]  
Chief, Information Services Staff

SUBJECT : Transmittal Manifests

STATINTL

1. In order to take advantage of two employee suggestions concerning the preparation of Transmittal Manifests (TM's) and to provide consistency within the Directorate, components are requested to institute the two processing changes described below.

2. Several times each month the [REDACTED] Information Services Staff [REDACTED] is queried by the field about items pouched via Transmittal Manifests. [REDACTED] spends an inordinate amount of time trying to service such inquiries because the identity of the originator of the TM is difficult to determine. The problem stems from the way originators are identified (or rather, not identified) in the "FROM" box on the TM. The present method of identification, i.e., Chief, EA; C/NE; etc., is too general. Therefore, it is requested that originators of TM's use their [REDACTED] office symbol in the "FROM" box whenever this can be done securely. Caution must be exercised, however, by the originator to preclude use of a symbol that can be identified with the Agency.

3. Secondly, to reduce work in the Divisions and Staffs, an alternate method is offered for pouching like items to multiple Stations and Bases. Just as with book dispatches, a single TM (number) can be used to forward similar items to a number of addressees. The Book TM should be prepared as follows:

- (1) complete the "TO" box in the same manner as Book Dispatches;
- (2) list the distribution on the yellow copies or on a separate sheet (not to be pouched);
- (3) xerox the original (white) copy for each addressee;

(4) secure the appropriate releasing signature;  
and

(5) deliver the entire package to [REDACTED] STATINTL

STATINTL

4. The pouch security rules which apply to dispatches also apply to transmittal manifests. Originators of TM's should contact [REDACTED], GB-28, ext. 5065 or 1825, if there are questions on either of the two recommended changes. Both changes will eventually be incorporated in future revisions of the Directorate's pouch regulations.

STATINTL

STATINTL

Originated by: [REDACTED]:nnh

Distribution:

- 1 - each addressee
- 2 - C/ISS
- 1 - Suggestions Awards Committee
- 1 - [REDACTED]
- 1 - [REDACTED]
- 1 - [REDACTED]

STATINTL

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Approved For Release 2001/09/04 : CIA-RDP80-00706A000200030001-1

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 76-307: dated 19 February 1976  
[REDACTED], GS-08

25X1A

Directorate of Operations/ISS

A. Summary of Suggestion

(C) The suggester proposed the use of multiple addressee on Transmittal Manifests (Form 1236a) for pouching like items to several stations and bases in lieu of a separate TM being prepared for each addressee.

B. Evaluation 25X1A

25X1A

1. (C) [REDACTED] commented that as often as five times weekly, [REDACTED] receives identical (classified) material for distribution to ten or more Stations and/or Bases. Formerly, the originator's secretary had to prepare a separate TM for each addressee and a routing sheet to cover each TM; the authorized area or component releasing officer had to sign each TM; [REDACTED] checked the releasing officer's signature on each TM against signature cards; and, the two yellow copies of the TM form were pulled and returned to the originating office following receipt of the material in [REDACTED]

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2. (A/IUO) OS concurred in the adoption of this suggestion.

3. (A/IUO) C/ISS implemented the suggestion on 5 August 1977 (memorandum attached).

4. (A/IUO) The Assistant DDO Records Management Officer reported that ISS was unable to obtain approval for publishing an Agency-wide notice. Therefore, the suggestion was initially implemented to apply to components of the Operations Directorate. Since then, other Agency components have learned of the new system such as

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OS, OL, OTS and OTR and have used it. In the near future, more extensive use of the system for components outside the DDO is anticipated. ADDO/RMO recommended an award based upon MODERATE/BROAD intangible benefits.

C. Recommendation of the Executive Secretary

1. (U) Not line of duty.
2. (U) \$200 Award (MODERATE/BROAD).

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and Achievement  
Awards Committee

24 Sept 77  
Date

200.-  
Award

Att

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DO/ISS 77-237

0 5 AUG 1977

MEMORANDUM FOR: All DDO Division and Staff RMO's

FROM : [REDACTED]  
Chief, Information Services Staff

SUBJECT : Transmittal Manifests

STATINTL

1. In order to take advantage of two employee suggestions concerning the preparation of Transmittal Manifests (TM's) and to provide consistency within the Directorate, components are requested to institute the two processing changes described below.

STATINTL

STATINTL 2. Several times each month the [REDACTED] Information Services Staff [REDACTED] is queried by the field about items pouched via Transmittal Manifests. STATINTL [REDACTED] spends an inordinate amount of time trying to service such inquiries because the identity of the originator of the TM is difficult to determine. The problem stems from the way originators are identified (or rather, not identified) in the "FROM" box on the TM. The present method of identification, i.e., Chief, EA; C/NE; etc., is too general. Therefore, it is requested that originators of TM's use their [REDACTED] office symbol in the "FROM" box whenever this can be done securely. Caution must be exercised, however, by the originator to preclude use of a symbol that can be identified with the Agency.

STATINTL

STATINTL 3. Secondly, to reduce work in the Divisions and Staffs, an alternate method is offered for pouching like items to multiple Stations and Bases. Just as with book dispatches, a single TM (number) can be used to forward similar items to a number of addressees. The Book TM should be prepared as follows:

- (1) complete the "TO" box in the same manner as Book Dispatches;
- (2) list the distribution on the yellow copies or on a separate sheet (not to be pouched);
- (3) xerox the original (white) copy for each addressee;

(4) secure the appropriate releasing signature;  
and

(5) deliver the entire package to [REDACTED] STATINTL

STATINTL 4. The pouch security rules which apply to dispatches also apply to transmittal manifests. Originators of TM's should contact [REDACTED] GB-28, ext. 5065 or 1825, if there are questions on either of the two recommended changes. Both changes will eventually be incorporated in future revisions of the Directorate's pouch regulations.

[REDACTED] STATINTL

Originated by: [REDACTED]:nnh

STATINTL

Distribution:

- 1 - each addressee
- 2 - C/ISS
- 1 - Suggestions Awards Committee
- 1 - [REDACTED]
- 1 - [REDACTED]
- 1 - [REDACTED]

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-293: dated 11 February 1977 25X1A  
[REDACTED] GS-06  
Secretary  
Directorate of Operations/CI Staff

A. Summary of Suggestion

Paint large graphic designs in the long hallways and corridors of Headquarters Building. The designs would break up the length of the corridors and make the space more pleasing to the eye.

B. Evaluation

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1. [REDACTED] submitted her proposal to Chairman, Fine Arts Commission via memorandum of 22 June 1976. As a result, FAC obtained DDA approval and issued Employee Bulletin [REDACTED] Competition for Design of Large Graphic Mural, dated 18 February 1977 (attached). The suggester officially reported her ideas to the Suggestion and Achievement Awards Committee 11 February 1977.

25X1A

25X1A

2. In May 1977, the winners of the competition were announced in EB [REDACTED] (attached) and Special Achievement Awards were approved for the winners in June 1977 (case summary attached).


3. The DDO representative to the Fine Arts Commission recommended an Advisory Award of at least \$50. Chairman, FAC concurred.

C. Recommendation of the Executive Secretary

1. Not line of duty.
2. \$50 Advisory Award.

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and Achievement  
Awards Committee

29 Sept 77  
Date

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Award

Atts



Approved For Release 2001/09/04 : CIA-RDP80-00766A000200030001-1

# EMPLOYEE BULLETIN

STATINTL

18 February 1977

## COMPETITION FOR DESIGN OF LARGE GRAPHIC MURAL

1. The CIA Fine Arts Commission is sponsoring a competition for the design of a large graphic mural. The objective is to add color, warmth, and visual excitement to the Headquarters Building ground floor tunnel area and to encourage and utilize creative design talents.

2. All Agency employees, except members of the Fine Arts Commission, are eligible to participate. Entries should be submitted in the form of full color scale drawings. Interested employees should first obtain technical information by calling [REDACTED] on extension 6101. Completed entries should be submitted to the Chairman of the Fine Arts Commission, Room 6G00, Headquarters Building no later than 29 April 1977.

STATINTL

3. The Fine Arts Commission will judge the designs and select winners with the assistance of outside graphic consultants. The creator of the winning design will be awarded a \$600 honorarium by the Fine Arts Commission under the Agency's Suggestion and Achievement Awards Program. Awards for second and third places will be \$100 and \$50, respectively. Production of the mural will be supervised by the winning designer.

DISTRIBUTION: ALL EMPLOYEES

ADMINISTRATIVE - INTERNAL USE ONLY



# EMPLOYEE BULLETIN

STATINTL

31 May 1977

## WINNERS IN THE TUNNEL DESIGN COMPETITION

STATINTL

1. Employee Bulletin [REDACTED] dated 18 February 1977, announced that a competition would be held for a mural design for one of the walls in the Headquarters Tunnel.

2. The CIA Fine Arts Commission is pleased to announce the winners in the Tunnel Design Competition.

STATINTL Winner: [REDACTED] OTR  
\$600 award

STATINTL Second: [REDACTED] OD&E  
\$100 award

STATINTL Third : [REDACTED] OL  
\$50 award

3. Three prominent graphic designers were invited to judge the 33 entries. They were [REDACTED]; Dave Sutton, Design Director, Department of Agriculture; and Jerome Perlmutter, National Endowment for the Arts. Their decisions were unanimous.

STATINTL

4. All entries will be on display in Exhibit Hall in June. The winning design will be painted on the tunnel wall in the near future.

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ADMINISTRATIVE - INTERNAL USE ONLY

SUMMARY AND RECOMMENDATIONS FOR THE COMMITTEE

SA NO. 82: Nomination Date: 8 June 1977  
25X1A [REDACTED], GS-13  
Chief, Training Aids  
Directorate of Administration/OTR  
25X1A [REDACTED], GS-13  
Photo Technologist  
Directorate of Science and  
Technology/OD&E  
25X1A [REDACTED]  
Building Architect  
Directorate of Science and  
Technology/NPIC

A. Summary

The attached nominations from Chairman, Fine Arts Commission and concurred in by the Deputy Director for Administration recommend the following awards for the Headquarters Tunnel Design competition winners:

25X1A	1st -	[REDACTED]	- \$600
	2nd -	[REDACTED]	- \$100
	3rd -	[REDACTED]	- \$ 50

25X1A (Copy of Employee Bulletin [REDACTED] dated 18 February 1977, announcing the competition and Employee Bulletin [REDACTED], dated 31 May 1977, announcing the winners are attached.)

25X1A

B. Additional Information

1. The work on the design for the tunnel area started on 7 June 1977. The Fine Arts Commission is considering the use of the [REDACTED] entry in some other area of Headquarters Building or some other Agency-occupied building. The design by [REDACTED] is being considered for the Gym at Headquarters Building.

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25X1A

2. The Deputy Director for Administration and the Fine Arts Commission have discussed the advisability of future competitions for mural designs. Present plans are to repeat this type of competition in about three years to seek designs that, if appropriate, would replace the murals used as a result of the most recent competition.

3. According to the Tangible Awards Scale, a cost avoidance of \$4,000 (estimate of a similar design from a commercial firm), would warrant an award of \$400 alone.

C. Comments by Executive Secretary

1. The purpose of the Committee's review of this case at this time is to authorize award processing action in accordance with para c. (2) (b) (2) [REDACTED].

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2. A total award payment of \$750 for this competition would seem to coincide with SUBSTANTIAL/GENERAL categories on the Intangible Benefits Guide to be shared as follows:

WINNER:	[REDACTED]	- \$600
25X1A Second:	[REDACTED]	- \$100
Third :	[REDACTED]	- \$50

D. Decision of the Committee

<u>✓</u>	Approved	<u>750</u>	Award
<u>                    </u>	Disapproved	<u>10 JUNE 1977</u>	Date

Atts



SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-429: dated 2 May 1977

[REDACTED], GS-09  
Engineer Technician  
Directorate of Science and  
Technology/NPIC

25X1A

A. Summary of Suggestion

1. Background

When major modifications were being made to the 1540 light tables, the suggester noticed that each table had two light trays machined on a milling machine with a fixture. The operation consisted of slotting two slots which required the setting up and tearing down of the fixture on the milling machine for each individual light table. Total completion time for 2 light trays was 20 minutes.

2. Suggestion

The suggester designed a permanent wood fixture allowing both slots to be machined at once with a router. Completion time is thus reduced to 45 seconds for two light trays.

B. Evaluation

1. NPIC adopted the suggestion in May 1977; and, as a result:

a. The milling machine has been made available for Equipment Services Division's use without interference.

b. The contractor has been given more time to complete the job. Presently, the contractor is requesting a 60 day, no cost increase contract extension. The time savings of 110 hours (19 minutes a table x 347 tables) results in an earlier completion

date for the contracted work. The overall effect of the time savings is that the work space and Government personnel are released earlier for other work.

c. The benefits of the table modifications are made available to the user sooner.

2. NPIC recommended a \$50 award based on SUBSTANTIAL/LIMITED intangible benefits. The installation of the light table modifications is being done through a fixed price contract; therefore, there are no tangible savings.


C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$50 award (SUBSTANTIAL/LIMITED).

D. Decision of the Chairman

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Chairman, Suggestion and Achievement  
Awards Committee

29 Sept 77  
Date

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Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-430: dated 2 May 1977

GS-09

25X1A

Engineer Technician  
Directorate of Science and  
Technology/NPIC

A. Summary of Suggestion

1. Background

As part of the modifications to the light tables, the joystick cover was machined in a fixture on the milling machine. A slot in the cover was required for clearance of the joystick. Total completion time for one cover took 30 minutes.

2. Suggestion

The suggester designed a die to slot the cover in a vise taking only one minute to complete the job.

B. Evaluation

1. NPIC adopted the suggestion in May 1977. The new method saves 121 hours (29 minutes each x 250 covers) in work production. NPIC recommended a \$50 award based on SUBSTANTIAL/LIMITED intangible benefits. The savings are all intangible because the table modifications are being done through a fixed price contract.

2. Intangible benefits:

a. The milling machine is released for Equipment Services Division's use without interference.

b. Work space used by the contractor is available sooner.

c. Personnel assigned to monitor the contractor are released for other assignments sooner.


d. The table users receive the benefits of the modifications sooner.

C. Recommendations of the Executive Secretary

1. Not line of duty.
2. \$50 award (SUBSTANTIAL/LIMITED).

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and  
Achievement Awards Committee

29 Sept 77  
Date

50.-  
Award

SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-467: dated 24 May 1977  
[REDACTED], GS-08  
Photo Tech  
Directorate of Science and  
Technology/NPIC

25X1A

A. Summary of Suggestion

1. Background

(S) Formerly, photo interpreters and photo scientists used two forms to request and evaluate replays.

2. Suggestion

(U) Combine the former two forms into one form.

B. Evaluation

1. (S) NPIC adopted the suggestion in March 1977. Users can now tear off the last page of the form to use for their evaluation; none of the information on the top part has to be rewritten because it is transposed with the initial entry. The forms are used throughout the Intelligence Community for replay requests. Instances for replay requests vary from day to day. They averaged about 100 a month during the first six months of CY 1977. They are now averaging about 50 to 75 a month. The revision has overcome the problem of transferring (and sometimes losing) numbers from one form to another; saves the photo scientist time in trying to coordinate PI replay requests, i.e., match the request with the evaluation; and, reduces the paperwork effort previously required of the PI by providing an immediate copy of the replay request coupled with the format to evaluate the replay when it is received.


2. (U) NPIC recommended a \$100 award based on MODERATE/EXTENDED intangible benefits.

C. Recommendation of the Executive Secretary

1. (U) Not line of duty.
2. (U) \$100 award (MODERATE/EXTENDED).

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and  
Achievement Awards Committee

29 Sept 77  
Date

100.-  
Award

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SUMMARY AND RECOMMENDATIONS FOR THE CHAIRMAN

SUGGESTION NO. 77-493: dated 16 June 1977

[REDACTED], GS-08

25X1A

Fire Chief

Directorate of Administration/OTR/[REDACTED]

25X1A

A. Summary of Suggestion

1. Background

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(C) OTR/[REDACTED] maintenance personnel drain gasoline from vehicles utilized in the [REDACTED] Course. The gasoline was stored in 55 gallon drums at the Fire Department training area and was utilized only for Fire Department Training purposes. Of the 1,575 gallons retrieved each year [REDACTED]

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25X1A

only 50 gallons were used for training purposes. The remainder was stored, representing a safety hazard in addition to a countinuing storage problem.

2. Suggestion

(A/IUO) Procure and install a 1,000 gallon fuel tank and pump to maintain this "old" gas. Reuse this gas for operational training and demonstrations.

B. Evaluations

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1. (C) OTR/[REDACTED] installed a 500 gallon storage tank and pump on 19 August 1977. The cost of the tank, pump and installation was \$1,900. The reused gas will result in a cost avoidance to [REDACTED] of \$645.75 annually (1,575 gallons of new gas at \$.41 per gallon will not have to be purchased). [REDACTED] recommended a \$100 award based on annual savings of \$645 plus MODERATE/LIMITED intangible benefits.

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2. (C) Chief, Physical Security Division/OS commented that an accumulation of gasoline stored in 55 gallon drums is a potential fire hazard, even though these drums are stored in an open field. Safety Branch concurred in the [REDACTED] recommendation.

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C. Recommendation of the Executive Secretary

1. Not line of duty.

2. \$100 award based on an annual cost avoidance of \$645 (\$65), plus MODERATE/LIMITED intangible benefits.

D. Decision of the Chairman

25X1A

  
Chairman, Suggestion and Achievement  
Awards Committee

29 Sept 77  
Date

100. -  
Award

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